

Essex Regional Retirement System Executive Assistant

The Essex Regional Retirement System (ERRS) is seeking a confidential **Executive Assistant**. The Executive Assistant reports directly to the Executive Director and provides general office administrative support. In addition, this position will also be responsible for reconciling bank statements, processing mailings to members and retirees, supporting the enrollment of new members, and will provide logistical support for public meetings, including recording meetings and the preparation of minutes.

The starting salary range for this position is \$57,000.00 to \$59,000.00 per annum, depending on qualifications. This is a salaried/exempt position.

Essential Responsibilities Include:

- Supports the Executive Director in managing the day-to-day operations of the retirement system. Represents the Executive Director with Board members, staff, member units, vendors, retirement system members and the public.
- Coordinates activities and repairs with the property management firm responsible for the maintenance of the retirement system offices.
- Provide support to the Executive Director in the preparation for Board meetings, including the timely preparation of electronic meeting packets containing all relevant materials.
- Provide logistical support to the Executive Director for all Board, Advisory Council and other public meetings as directed. Records public meetings and draft minutes in accordance with the Massachusetts Open Meeting Law.
- Assists with the annual collection of wage information from the units for submission to PERAC as part of the MGL Chapter 91A earnings limitations reporting process.
- Responsible for processing mailings to members and retirees, including but not limited to, performing all functions relating to the mailing of annual member statements, biennial retiree census forms, periodic mailings of Notices of Deposits, annual mailings of tax documents, etc.
- Performs monthly bank reconciliations of retirement system cash accounts. Coordinates the performance of the monthly bank reconciliations with the Director Finance.
- Tracks and organizes the biennial distribution and receipt of the retiree & beneficiary affidavits.
- Receives and timestamps all enrollment forms for new members. Scans enrollment documents and creates member's electronic and paper folders. Files new member folders once the enrollment process is complete.
- Receives and distributes as appropriate emails submitted to the retirement system via its general in-box, employee/retiree self-service portal, and website.
- Greet visitors at the ERRS office and directing them to the appropriate staff, open, date stamp and distribute mail, answer main phone line, and distribute calls as appropriate.
- Communicates professionally, both verbally and in writing, with members of the retirement system and the public.

- Retrieve and return files, maintain the file room in an orderly manner and ensure that all files are in the correct and proper location.
- Must be physically present in the office on a regular and timely basis and may be required to assist with opening, closing, and securing the office, as necessary.
- Perform related duties as assigned.

Qualifications for this position are:

- A minimum of three years of administrative experience in a professional office environment required. Previous executive support experience preferred.
- Excellent verbal and written communication skills required.
- Experience with Microsoft Office, particularly Word and Excel required.
- Strong organizational skills required.
- Previous experience managing financial documents or performing calculations strongly preferred.
- Experience with Massachusetts Chapter 32 retirement systems preferred.

ERRS office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. and/or such other schedule or hours as may be required.

Interested candidates should send their resume to Charles E. Kostro, Executive Director, at ckostro@essexrrs.org. Only electronic submissions will be accepted for this position. This position will remain opened until filled and interviews will begin on or about May 23, 2022.

ERRS is committed to a policy of Equal Employment Opportunity and does not discriminate against applicants or employees based on race, color, religion, creed, marital status, sexual orientation, national origin or ancestry, ethnicity, gender, gender identity, age, pregnancy, disability or handicap, genetic information, military service or veteran's status, or any other characteristic protected by law. A background and reference check may be performed.